

S-E-C-R-E-T
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140103-8
REPORTS INVENTORY

PREPARE IN DUPLICATE						DDS/OTR/OS-9	
1. TITLE OF REPORT (If a fill-in report include Form No.) Informal Training Requests						2. TYPE OF REPORT	
						<input type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		<input checked="" type="checkbox"/> TRAINING		ADMIN. GENERAL	
		LOGISTICS		<input type="checkbox"/> SECURITY		OTHER (specify)	
		MEDICAL		<input type="checkbox"/> FINANCE			
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly				6. DISTRIBUTION (No. of components not number of copies) 1 (C/OS)	
7. FORMAT (memorandum, form computer print-out, etc) Memo		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT	
		<input type="checkbox"/> YES		IF YES GIVE ADP PROCESSING NO.		<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	
		<input checked="" type="checkbox"/> NO				25X1	
10. PREPARING COMPONENT (include lowest level contributing information to report) OTR/OS/ALT				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 0			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
GS-7	4.50		1		4.50		12 54.00
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						54.00	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Required by Chief, Operations School/OTR, to judge training requirements. To report otherwise would cost more.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						MAN-HOURS DOLLARS	
<input type="checkbox"/> CHANGE						0 0	
<input type="checkbox"/> DISCONTINUE						STAT	
16. DATE OF INVENTORY 5 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Chief, Operations School/TR					18. EXTENSION <div style="border: 1px solid black; width: 50px; height: 20px;"></div>

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140103-8